



Holstein Association USA

Committee Member Code of Conduct

This Code of Conduct outlines the principles and expectations for all members appointed to committees of Holstein Association USA (HAUSA). By accepting a committee appointment, members agree to abide by the following standards of behavior and responsibility.

1. Commitment to Mission and Integrity

- Uphold and support the mission, vision, values, and goals of Holstein Association USA.
 - Our mission – *“To provide leadership, information and services to help members and dairy producers worldwide be successful.”*
 - Our vision – *“Holstein Association USA – leading a vibrant dairy industry.”*
- Act in the best interests of the Association and its membership at all times.
- Demonstrate integrity, honesty, and respect in all discussions and decisions.

2. Ethical and Professional Conduct

- Maintain high standards of ethical conduct and professionalism in all committee-related activities.
- Refrain from using a committee position for personal or business gain.
- Avoid any conduct that could damage the reputation or credibility of HAUSA.

3. Respectful Participation

- Treat fellow committee members, staff, and stakeholders with courtesy and respect.
- Encourage diverse opinions and constructive dialogue.
- Participate actively and thoughtfully in meetings, reviewing materials in advance and contributing productively to discussions.

4. Confidentiality

- Respect the confidentiality of committee deliberations and materials as designated.
- Do not disclose confidential or sensitive information obtained through committee service without appropriate authorization.

- Avoid public discussion of internal matters unless information has been officially released by HAUSA.

5. Conflict of Interest

- Disclose any real or perceived conflicts of interest prior to or during relevant discussions.
- Refrain from participating in votes or recommendations where a personal, financial, or professional interest could impair objectivity.

6. Attendance and Commitment

- Make every reasonable effort to attend all scheduled meetings.
- Notify the Committee Chair or Staff Liaison in advance if attendance is not possible.

7. Accountability

- Understand that failure to comply with this Code may result in removal from the committee, at the discretion of the HAUSA President.

8. Expense Reimbursement

- Committee members will be reimbursed for reasonable travel-related expenses incurred to attend in-person committee meetings. Covered expenses include transportation (ex: airfare, mileage, parking, tolls), lodging, and meals, in accordance with Holstein Association USA policy.
 - Travel arrangements should be made in the most cost-effective manner.
 - Mileage for personal vehicle use will be reimbursed at the current IRS standard mileage rate.
 - Rental cars will not be reimbursed unless committee members are requested to rent a car for the meeting by the Staff Liaison.
 - Meals that are not provided during the meeting are reimbursed up to a total of \$75 per day.
 - Airfare and other transportation costs (e.g., train, taxi, parking) are reimbursable if they represent reasonable and economical travel options.
 - Expenses for spouses or guests are not reimbursable.
 - Expenses that are personal in nature or unrelated to meeting attendance will not be reimbursed.
- Reimbursement requests must include a completed reimbursement form and itemized receipts for all claimed expenses.
- Reimbursement requests must be submitted to the Staff Liaison within two weeks of the meeting date. Reimbursements will be processed within 30 days of receipt of complete documentation.